



Mobile Phone Policy

Date of Drafting: December 2017

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This policy should be read with the following policies;

Safeguarding & Child Protection Policy

Equality Policy

Anti-Bullying Policy

Intimate Care Policy

Positive Behaviour Management Policy

E-Safety Policy

Tackling Extremism and Radicalisation Policy

PREVENT Strategy & Duty Guidance HM Gov

Keeping Children Safe in Education DfE 2016

**Promoting fundamental British values as part of SMSC in schools
DfE Nov 2014**

The Prevent duty DfE June 2015

Working Together to Safeguard Children HM Gov 2015

Introduction

Mobile phone technology has advanced significantly over the last few years - and it continues to evolve. Wireless connections in particular have extended the capabilities of mobile phones, enabling access to a wide range of new content and services globally. Many phones now offer Internet and email access, alongside the most often standard functions of messaging, camera, video and sound recording.

Mobile phones, alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however there are also associated risks.

Children and young people need to understand these risks in order to help them develop appropriate strategies for keeping themselves safe. As with online safety issues generally, risks to children and young people can be broadly categorised under the headings of content, contact and conduct and managed by reducing availability, restricting access and increasing resilience.

Aim

The aim of the Mobile Phone Policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines.

This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools - which in turn can contribute to safeguarding practice and protection.

Scope

This policy applies to all individuals who have access to personal or work-related mobile phones on site.

This includes practitioners, volunteers, committee members, children, young people, parents, carers, visitors and community users. This list is not exhaustive.

Policy statement

It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, and which are most susceptible to misuse. Misuse includes the taking and distribution of indecent images, exploitation and bullying.

It is also recognised that mobile phones can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others.

When mobiles phones are misused it can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of all.

It is appreciated that it can be very difficult to detect when such devices are present or being used. The use of all mobile phones is therefore limited, regardless of their capabilities. The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.

Designated 'mobile free' areas are situated within the setting are

- Changing areas
- toilets

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A zero-tolerance policy is in place with regards to the use of personal or work-related mobiles by any individual in these areas.

Procedures

Personal mobiles

In the interests of equality, and to further promote safety, the guidance applies to any individual who has a mobile phone on site, including children, parents and visitors, as detailed below:

Practitioners are permitted to have their mobile phones about their person; however there is a clear expectation that all personal use is limited to allocated lunch and/or tea breaks. Mobile phones should not be used in the presence of pupils even if this is within a staff break time; the staff room, offices, classroom cupboards or the school reception are all suitable places to make and receive calls during a break if there are no children present. Other than in agreed exceptional circumstances, phones must be switched off and calls and texts must not be taken or made during lesson time. Practitioners are not permitted, in any circumstance to use their phones for taking, recording or sharing images and 'mobile free' areas must be observed at all times. Practitioners are not permitted to use their own personal phones for contacting children, young people and their families within or outside of the setting.

School Trips and Visits

Staff are permitted to use their personal phones to make and receive calls to the school or emergency services in the event of an emergency. Contact with parents of pupils should always be through the school, direct contact should not be made with parents through personal phones. (See Emergency Procedures)

Parents, visitors and contractors are respectfully requested not to use their mobile phones in any of the designated mobile free areas. Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children in order to avoid any unnecessary disturbance or disruption to others. Individuals are only permitted to take images or make recordings on a mobile phone where this has been previously registered – see Use of Images policy. Any individual bringing a personal device into the setting must ensure that it contains no inappropriate or illegal content.

Driving

If any practitioner is required to drive in a working capacity, and has responsibility for the work mobile, the phone must be switched off whilst driving. The same procedures regarding their own personal mobile phones, or any other communication device, should be followed. Under no circumstances should practitioners drive whilst taking a phone call. This also applies to hands free and wireless connections, which are considered a distraction rather than a safer alternative.

Safe storage

A designated safe and secure area for practitioners to store their personal belongings during the working day is available. Practitioners have the **option** to store their mobile phones in this area, should they choose. This however is not a mandatory requirement. Practitioners leave their belongings in safe storage at their own risk. It is therefore recommended that phones are security marked, password protected and insured. No liability for loss and damages is accepted. As well as safeguarding children and avoiding any unnecessary disruptions during the day, this procedure also aims to protect staff against any unfounded allegations.

Emergency contact

It is recognised that mobile phones provide direct contact to others, and at times provide a necessary reassurance due to their ease of access, particularly at stressful times. Practitioners, therefore, in agreed exceptional circumstances are permitted to keep the volume of their phone switched on. This is to enhance their own well-being and peace of

mind, to reduce stress and worry and to enable them to concentrate more effectively on their work.

Such use will be for an agreed limited period only, until any concerns or issues leading to the exceptional circumstance request have been resolved.

It is ensured at all times that the landline telephone remains connected and operational, except in circumstances beyond control. This means that it is available for emergency/urgent contact at all times.